

**East Berkshire LSCBs  
Safeguarding Children  
Training  
2010/2011**

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# Section 1

# Workforce Development Strategy

# 1. Introduction

It is a statutory requirement that individual agencies are responsible for ensuring their staff are competent and confident to carry out their responsibilities for safeguarding and promoting children's welfare. In addition, the Local Safeguarding Children Board (LSCB) has a statutory responsibility to ensure that appropriate safeguarding training is provided in East Berkshire in order to meet local needs. This covers both the training provided by single agencies to their own staff, and multi-agency training where staff from different agencies train together. The LSCB is involved with evaluating the quality of this training, ensuring that it is provided within individual organisations, and checking that training is reaching the relevant staff. Training will be organised and delivered in accordance with the requirements of *'Working Together to Safeguard Children'* and *'Safeguarding Children in Education'*.

**This document provides an outline of the requirements for training for all workers in East Berkshire (paid and voluntary, within both statutory and voluntary organisations) as well as information about courses that are available and information about quality assurance processes and evaluation.**

*"Working Together to Safeguard Children"* guidance clearly states that all employers have the responsibility to identify adequate and reliable resources and support for multi-agency training and release staff to attend appropriate multi-agency training courses. They must also ensure that staff members receive relevant in-house or single-agency training to enable them to maximise what they have learned through the multi-agency courses, and have opportunities to consolidate what they have learned (e.g. through work experience).

# 2. Background

## **What is the Local Safeguarding Children Board**

The Children Act 2004 requires each Local Authority to establish a Local Safeguarding Children Board (LSCB)

This Board is the key statutory mechanism for agreeing how the relevant organisations in each local area will co-operate to safeguard and promote the welfare of children in that locality, and for ensuring the effectiveness of what they do.

### **CHAIR OF THE BOARDS**

#### **Slough & Bracknell Forest**

- Elaine Coleridge-Smith

#### **RBWM**

- Donald McPhail

### **What are the Roles and Responsibilities of the LSCB?**

The responsibilities of the LSCB are set out in Working Together (2010). The LSCB contributes particularly to Every Child Matters “Staying Safe” outcome.

The work of LSCBs is part of the wider context of Children’s Trust cooperation arrangements that aim to improve the overall wellbeing (i.e. the five Every Child Matters outcomes) of all children in the local area.

Whilst the work of LSCBs contributes to the wider goals of improving the wellbeing of all children, it has a particular focus on aspects of the ‘staying safe’ outcome.

Whereas the Children’s Trust partnership has a wider role in planning and delivery of services, LSCB objectives are about coordinating and ensuring the effectiveness of what their member organisations do individually and together to safeguard and promote the welfare of children.

The functions of an LSCB are set out in primary legislation and regulations. The core objectives of the LSCB are as follows:

- to co-ordinate what is done by each person or body represented on the Board for the purposes of safeguarding and promoting the welfare of children in the area of the authority; and
- to ensure the effectiveness of what is done by each such person or body for that purpose.

As explained in Chapter 1, safeguarding and promoting the welfare of children is defined for the purposes of this guidance as:

- protecting children from maltreatment;
- preventing impairment of children's health or development;
- ensuring that children are growing up in circumstances consistent with the provision of safe and effective care;
- undertaking that role so as to enable those children to have optimum life chances and enter adulthood successfully; and
- promoting a safe environment free from violence

### **What is the Children's Trust?**

The Children's Trust and the LSCB have important but distinctive roles in keeping children safe. The Children's Trust is intended to promote co-operation between the partners to improve outcomes for children with the Children's Trust Board being specifically responsible for producing, publishing and monitoring the implementation of the Children and Young People's Plan by the Children's Trust partners. The LSCB should be responsible for challenging every partner of the Children's Trust, through the Children's Trust Board, on their success in ensuring that children and young people are kept safe.

### **What are the Roles and Responsibilities of the Children's Trust?**

The responsibilities of the Children's Trust are set out in Working Together (2010). The Children's Trusts are responsible for ensuring that workforce strategies are developed in their local area. This includes making sure that training opportunities to meet priority needs identified by the LSCBs are available and that all staff who work or have contact with children are appropriately trained in child development, recognise potential signs of abuse and neglect and know how to respond if they have concerns about a child's welfare.

Children's Trusts should ensure systems are in place for the delivery of single-agency and inter-agency training on safeguarding and promoting the welfare of children. They should consider, in discussion with the LSCB, which bodies should commission or deliver single and inter-agency training.

**Safeguarding children is the responsibility of all**, not just those agencies and individuals who work within the child protection field or with vulnerable children as a part of their work. All individuals and agencies, organisations, clubs and associations are expected to have a role in safeguarding children and promoting their welfare.

There are now five National Outcomes Areas for children, to be overseen by an appointed Director of Children's Services, within new 'Children's Trusts' in each Local Authority. These five National Outcomes Areas are

- Be Healthy
- Stay Safe
- Enjoy and Achieve
- Make a Positive Contribution
- Achieve Economic Well-being

The Local Safeguarding Children Board will seek to ensure that all the children in its area have the opportunity and support to achieve these Outcomes.

The Common Core of Skills and Knowledge for the Children's Workforce sets out six areas of expertise that everyone working with children, young people and families including those who work as volunteers should be able to demonstrate:

1. Effective communication and engagement with children, young people and their families and carers
2. Children and young person development
3. Safeguarding and promoting the welfare of the child
4. Supporting transitions
5. Multi-agency working
6. Sharing information

*Common Core of Skills and Knowledge for the Children's Workforce (2005)*

### 3. Governance

A multi-agency approach at a strategic and operational level is essential for effective safeguarding work.

**Individual Local Safeguarding Children Boards** are responsible for local strategic arrangements. The Children's Trusts in each borough remain responsible for the operational delivery of training. Individual agencies are responsible for ensuring staff are able to carry out their safeguarding responsibilities and are responsible for ensuring staff have training opportunities to meet needs identified by the Local

Safeguarding Children Board. They may do this through Children's Trust arrangements or the LSCB, although agencies will often organise internal training themselves. Partners will usually establish systems for the delivery of training. The Local Safeguarding Children Board is initiating discussions in the three Children's Trusts to ensure these opportunities exist. Local Safeguarding Children Board Training Sub Group terms of reference include the development of:

- A training strategy for all staff and volunteers, including monitoring
- A training strategy for carers
- The development of a safeguarding culture in organisations

**Individual Agency Workforce Development Strategies** for workforce planning set out the key strategic priorities on which the agency focus its workforce effort.

**The East Berkshire LSCB Training Sub-group** membership comprises of representatives from all partner agencies who are responsible for the practical implementation of the safeguarding children and young people training including the monitoring, reporting and evaluation of training. The East Berkshire LSCB Training Sub-Group will report to the three LSCBs.

## 4. Costs

Universal (Level 1) training is provided by individual agencies, please contact the agency organising the training for costs, which in many cases may be free. Charges for the Targeted (Level 2) courses are made at the standard rate agreed between Berkshire Authorities, which is currently £50 per person per day to other local authority staff and Schools, Police, Probation and Health Staff and £25 per person per day to the private, voluntary and independent sector. Charges for higher level courses will be equally shared between those organisations from where the delegates originate. Please consult your local authority Learning and Development department to confirm costs before booking to attend any Safeguarding training.

### **Cancellation**

If an 'in-house single agency session' has been specially arranged for your organisation, the full cost of this training will be payable in the event of cancellation, unless at least **2 weeks** notice is given.

For courses organised by LSCB partners the following applies:

- £20 administration charges for any changes in delegates within 7 days of the course.
- Cancellation at least 14 days before the event takes place **will not** be charged.
- Cancellation less than 14 days before **will** be charged unless a replacement member of staff is authorised to attend, both by their Line Manager and the Training Team.
- Cancellation on the day of the event **will** be charged unless non attendance is due to sick leave or an unavoidable emergency, providing that the Training Team are contacted prior to the course start time day by telephone or e-mail.
- Non-attendance will be charged at the rate of **£75.00** per day. **This charge will also apply to those learners who arrive 30 minutes late for the commencement of an event or who leave before the programme is completed, where prior arrangement for this has not been made.**
- The Training Team will only cancel a training, learning or development event if there are insufficient attendees to make it cost effective or an unforeseen emergency occurs. In these instances notification will be given at the earliest opportunity and staff will be invited to attend the next available programme.

## 5. Basis for Provision of Training

The following risk factors have been identified either within research or locally through serious case reviews as recurring concerns affecting children's welfare and safety, and increasing risk of child abuse or neglect:

- Children with disabilities
- Parents with mental health problems
- Parents with substance misuse problems
- Domestic abuse
- Parents with disabilities or other chronic/serious illnesses
- Families who are hard to engage positively (e.g. may be avoidant or simply fail to follow through or may deliberately mislead practitioners)

All safeguarding courses will discuss risk factors and all learning outcomes are based on outcomes outlined within *Working Together to Safeguard Children*.

It is essential that workers be trained effectively to a level that is appropriate to their role. The standard concerning who should undertake what training was taken by the LSCB training sub-group and endorsed by the LSCBs. This standard was based on the level of direct contact certain professional groups have with children and young people, as defined in *Working Together to Safeguard Children 2010* and the level of responsibility individual's roles have in the safeguarding of children and young people and families. The table in Appendix B groups audiences together based on their degree of contact with children and/or parents/carers and their levels of responsibility, in order to assist with the identification of training and development needs. The groups are as follows:

1. those who have **occasional contact** with children, young people and/or parents/carers;
2. those in **regular or intensive but irregular contact** with children, young people and/or parents/carers;
3. those who **work predominantly** with children, young people and/or parents/ carers;
4. those who have particular **specialist** child protection responsibilities;
5. professional advisers and **designated** leads for child protection.
6. **operational managers** of services for children, young people and/or parents/carers;
7. **senior managers** responsible for strategic management of services for children, young people and/or parents/carers; and
8. Members of the LSCB

The only way for any practitioner to be 'exempt' from completing any of the mandatory courses contained in box 1 below is if that person is able to produce satisfactory evidence of prior learning equivalent to that course.

**Induction (Group 1)**

It is expected that all staff will undertake basic training on safeguarding children, young people and vulnerable adults as part of their agency induction.

**Universal (Group 2):**

Introduction to Safeguarding Children and Child Protection

This is mandatory for all staff that are in **regular contact** with children and young people, adults who are parents or carers and vulnerable adults.

**Targeted (Group 3): Safeguarding Children a Shared Responsibility**

Mandatory for all staff who work predominately with children, young people and families, and who may be asked to contribute to assessments of children in need.

**Child Protection Foundation – Undertaking S47 Enquiries (Group 4)**

Mandatory for all social workers to complete

**Designated Person Training (Group 5)**

Mandatory for professional advisors, named and designated lead professionals.

**Safer Workforce (Group 6 and 7) Mandatory for all recruiting managers**

Once practitioners have completed their **targeted (level 2)** training course, they can access additional **specialist (level 2)** courses which are aimed at providing detailed training on specific subjects. Practitioners will not be able to access **specialist (level 2)** courses without evidencing completion of the **targeted (level 2)** training. This is because **targeted** training has been designed to provide a foundation upon which the **specialist** courses build.

**Level 2 Specialist (Group 4)** Those in this group should have a higher level of expertise: a fuller understanding of how to work together to identify and assess concerns and to plan, undertake and review interventions

**Current specialist course available include:**

Child Protection and Sexual Abuse  
Child Protection and Disabled Children  
Children and Domestic Abuse  
Child Protection and Adult Mental Health  
Emotional Abuse and Child Protection  
Safeguarding Children in Cyber Space (e-safety)  
Child Sexual Abuse the Offenders Perspective  
Physical Abuse and Neglect  
Fabricated and Induced Illness  
Understanding Sexualised Behaviour  
Child Trafficking  
Sexual Exploitation  
Designated Person training  
Female Genital Mutilation

**Drug Alcohol and Action Team Training Courses**

Both **targeted** and **specialist** courses must be delivered on a multi-agency basis. Single agency training cannot be substituted for multi-agency training at this level. Single agency training may, however, be appropriate in addition to multi-agency training (i.e. complementary to multi-agency courses).

**Level 3 (Groups 4, 5, 6 and 7)** Those in these groups need to have a thorough understanding of working together to safeguard and promote the welfare of children and young people, including in complex and serious cases.

**Current Level 3 courses available include:**

- Joint Investigation Training - for designated CAIU police officers and Children's Services social workers only (**Group 4**)
- Safeguarding for Designated Leads (**Group 5**)
- Managing Allegations (**Group 6 and 7**)
- Supervision in Safeguarding (**Group 6**)

## 6. Timeframes for Training

As a good practice guideline it is strongly recommended that workers are required to complete training within the following timeframes:

- **Introduction to Safeguarding Children, Young People and Vulnerable Adults:** Within one month of joining an organisation.
- **Level 1 Universal:** Within three months of starting in a job or role where child protection training is required.
- **Targeted (Level 2):** Within six months of starting in a job or role where targeted child protection training is required.
- **Specialist (Level 2):** Within 12 months of taking up a post where Level 2 training is required.
- **Level 3:** When training is needed and/or available

## 7. Refresher and Other Appropriate Courses

It is a statutory requirement to continuously update knowledge of legislation and guidance and maintain the ability to act on concerns about the safety and welfare of children and young people. The government guidance suggests that refresher training should take place every three years depending on role and responsibility. The annual LSCB conference or higher levels of the training programme can be accessed as a refresher.

The courses below may also be appropriate for staff to attend to assist in the development of their professional safeguarding practice:

- Introduction to Tackling Bullying
- Introduction to Domestic Abuse
- Safeguarding Adults
- Common Assessment Framework
- Safer Recruitment
- Contact Point

N.B. These courses are organised locally and prospective delegates are advised to contact their local Learning & Development departments for training dates and booking details.

## 8. Assessment of Competency

A number of competency frameworks have been published by professional bodies to assist employers in identifying training and measuring competency (for example, Safeguarding Children and Young People: Roles and Competences for Health Care Staff (2006); Roles, Skills, Knowledge and competencies for Safeguarding Children in the Sports Sector (2007)).

**Induction** and **Universal** training provides a basic understanding of the concepts and processes within safeguarding work. The courses are designed to provide participants with a level of awareness. Formative assessment will be conducted during training, however, it is also expected that managers (as part of their staff individual personal development planning) identify additional learning from the course and ensure knowledge requirements have been met.

**Targeted** and **Specialist** training should primarily be assessed via the demonstration of competency within the workplace. It is expected that managers support and develop staff, assisting them to acquire the skills and experience that build on the foundation knowledge provided by the course.

## 9. Monitoring of Training Provision

The East Berkshire Safeguarding Children Training Sub-Group has agreed that it can be appropriate for some agencies or professional groups to deliver Universal training on a single agency basis provided it is equivalent to that endorsed the by East Berkshire Training Sub-Group. 'Equivalence' means a course which can meet the outcomes that were agreed by the group and outlined in this document. This allows certain agencies (those with a high number of staff who need this training) to organise agency training days where everyone attends and receives the training at the same time.

The following sets out the plan for monitoring both single agency and multi-agency training.

### **Individual Agencies:**

All agencies will need to develop their own systems to identify the training needs of their employees. Furthermore, all agencies will need to compile information on the training staff have undertaken (both single agency and multi-agency) so that they can provide clear evidence to the East Berkshire Safeguarding Children Training Sub-Group on a regular basis about the numbers of employees who have/have not completed (a) the single agency training requirements the agency has identified for its employees and (b) the multi-agency training requirements (appropriate for practitioners' job roles). Agencies should also have systems in place to identify any reasons for workers not completing courses.

Partner agencies who are members of the Local Safeguarding Children Boards will be requested to provide the following information to the East Berkshire Safeguarding Children Training Sub-Group within an agreed timescale.

1. Agency plan of what single agency safeguarding training is being provided within their organisation including:
  - a. Numbers of workers who have already completed this training
  - b. Course outlines
  - c. CV(s) of the course trainer(to be made available as necessary)
  - d. Plan for the agency's evaluation of their single agency training.

2. Information about participation in multi-agency training including:
  - a. Numbers of workers within the organisation whose roles require them to complete each multi-agency safeguarding training at targeted and specialist levels.
  - b. Numbers of workers who have completed which multi-agency training courses
  - c. Barriers to staff undertaking training

**Multi-Agency:**

The East Berkshire Safeguarding Children Training Sub-Group will provide information to the Individual Area Local Safeguarding Children Board on training provision and the costs of the multi-agency training programme on an agreed timescale. This will indicate:

- A. Multi-agency courses offered in the last budget year and numbers of places available on each multi-agency course
- B. Numbers of applicants/participants to multi-agency courses
- C. Professional group and agency background of applicants/participants
- D. Numbers of participants who successfully completed multi-agency courses
- E. Costs of commissioning independent trainers for each multi-agency course provided by East Berkshire Safeguarding Children Training Group
- F. Costs of training venues and refreshments for each multi-agency course provided by East Berkshire Safeguarding Children Training Group.

## 10. Quality Assurance

Quality assurance (QA) processes are needed to ensure that each one of the individual training programmes are of good quality and delivered in accordance with the specifications (e.g. learning outcomes, assessment method and standards, etc).

Note: With each quality assurance process, the East Berkshire Safeguarding Children Training Sub-Group has established some targets, to assess what is being achieved or how much progress is being made.

<b>EXPECTATION</b>	<b>TARGET</b>	<b>METHOD</b>
High quality courses will receive good evaluations from participants.	80% positive evaluations from participants for all courses in the multi-agency training programme. If evaluations fall below this target action will be taken to establish and to address the cause.	Participants on all courses are asked to complete evaluation forms on the last day of any training course. Data from these participant feedback/evaluation forms will be compiled by the commissioning agency and reported to the Training Sub-Group. This feedback will also be used to inform decisions about re-commissioning courses in subsequent years.
High quality courses are delivered by competent trainers.	Trainer competence for course delivery to be reviewed regularly – each trainer to be observed a minimum of once per budget year by the commissioning agency and if any problems are observed in course delivery these will be addressed with the trainer before re-commissioning the course for the next budget year.	A representative from the commissioning agency will observe trainers delivering courses commissioned from independent trainers as a part of the quality assurance/evaluation of the training programme.
High quality courses use up-to-date training materials with relevant teaching methods and course content that reflects current legal requirements, practice standards and lessons learned from serious case reviews.	Review of course teaching materials, teaching methods and content requirements for all courses minimum of once annually for each course.	A regular review schedule will be developed to ensure that a representative from the commissioning agency reviews each course. Where the need for an updated programme is identified, revised teaching materials and methods will be developed in partnership with the course trainer. Any need for revised course content requirements will be brought to the Training Group's attention to ensure compliance with standards. In the case of the Universal Basic Awareness course this review has already been organised and takes place a minimum of once per year.

## 11. Applying for Training Courses

An annual training calendar will be produced and circulated to all partners.

### **How do I book a place on a course?**

A percentage of places on each targeted and specialist course are reserved for LSCB member agencies. However there are also places put aside for voluntary and other organisations on each course.

Although a place on any course cannot be guaranteed, you are advised to note dates in your diary.

Following the closing date, all applications will be considered and you will be notified in writing if you have been successful in securing a place. If you have not had confirmation in writing two weeks prior to the course, then please contact the relevant Training Team.

### **General Course Guidelines**

- Most courses start 0930 and finish at 1630 unless otherwise stated. Delegates to arrive at venue 15 minutes prior to start for registration. Please ensure you check the joining instructions – due to the complex nature of the information and need for reflection and discussion, some courses commence at 0900.
- Late arrivals will not be accepted – unless this is pre-arranged and agreed with the trainer and/or the training coordinator.
- Please inform the relevant Training Team of any specific learning / mobility / religious requirements you may have, in order to help us to deliver the best learning and development opportunities for you.
- Individual Evaluation Forms / Action Plans will need to be completed by delegates on the day of training.

Certificates will be issued on satisfactory completion of the Training. For courses of duration of more than one day, all days must be completed in order to have a certificate.

## 12. Contact Details

**For all Universal Training please contact your individual agency's learning and development teams. For all other safeguarding training courses detailed in this programme please contact one of the appropriate teams below.**

### **BRACKNELL FOREST**

Learning and Development Coordinators  
**Central Unit for Learning and Development,**  
Corporate Services Bracknell Forest Council  
1st Floor Easthampstead House  
Town Square Bracknell, Berkshire, RG12 1AQ  
Tel: 01344 352211/2293  
Email: [corpserv.training@bracknell-forest.gov.uk](mailto:corpserv.training@bracknell-forest.gov.uk)

### **ROYAL BOROUGH OF WINDSOR AND MAIDENHEAD**

Social Care Training Team  
St Ives House, St Ives Road,  
Maidenhead, Berkshire SL6 1RF  
Tel: 01628 796901, Fax: 01628 796672  
Email: [socialcaretraining@rbwm.gov.uk](mailto:socialcaretraining@rbwm.gov.uk)

### **SLOUGH**

**Specialist Learning and Development Team,**  
Improvement and Development Directorate  
2<sup>nd</sup> Floor West, St Martin's Place  
51 Bath Road Slough SL1 3UF  
Tel: 01753 875135 Fax: 01753 875764  
Email: [training@slough.gov.uk](mailto:training@slough.gov.uk)

#### **Useful Links:**

- ADSS National Framework of Standards:  
<http://www.adss.org.uk/publications/guidance/safeguarding.pdf>
- Care Quality Commission  
<http://www.cqc.org.uk/>
- Research in Practice  
[www.rip.org.uk](http://www.rip.org.uk)
- Working Together to Safeguard Children  
<http://publications.dcsf.gov.uk/eOrderingDownload/00305-2010DOM-EN.pdf>
- NSPCC  
[www.nspcc.org.uk](http://www.nspcc.org.uk)
- Safeguarding Children and Safe Recruitment in Education  
<http://www.dcsf.gov.uk/everychildmatters/resources%2Dand%2Dpractice/IG00175/>
- Ofsted  
<http://www.ofsted.gov.uk/>
- SCIE: "Systems" model for Serious Case Reviews  
<http://www.scie.org.uk/publications/atagance/atagance01.asp>

## **TRAINING CALENDAR**

BFC (Bracknell Forest Council), RBWM (Royal Borough Windsor and Maidenhead), SBC (Slough Borough Council)

<b>Level</b>	<b>Title</b>	<b>Target Group<sup>1</sup></b>	<b>Aim</b>	<b>Dates</b>
Induction	Introduction to Safeguarding	Group 1	To develop awareness of, and the ability to act on concerns about, the safety and welfare of children, young people and vulnerable adults	Please contact your individual agency for dates.
Universal	Introduction to Safeguarding Children and Child Protection	Group 2	This is a half day course designed for staff that either has a part to play in Child Protection or those needing basic awareness about it. It is designed to enable workers who come into contact with children and/or their parents and/or other significant family members to develop basic awareness of child protection requirements.	12/04/10 SBC 15/04/10 RBWM Staff only 05/05/10 SBC 08/06/10 RBWM Staff only 12/06/10 BFC 18/06/10 SBC 1/07/10 BFC 08/07/10 RBWM Staff only 13/07/10 SBC 5/08/10 BFC 10/08/10 SBC 18/08/10 RBWM Staff only 2/09/10 BFC 23/09/10 BFC 29/09/10 RBWM Staff only 2/10/10 BFC 7/10/10 BFC 19/10/10 SBC 4/11/10 BFC 11/11/10 SBC 24/11/10 RBWM Staff only 02/12/10 SBC 2/12/10 BFC 18/01/11 RBWM Staff only 18/01/11 BFC 25/01/11 SBC 15/02/11 SBC 15/02/11 SBC 2/03/11 RBWM Staff only 15/03/11 SBC

<sup>1</sup> See appendix B for group definitions.

<b>Level</b>	<b>Title</b>	<b>Target Group<sup>1</sup></b>	<b>Aim</b>	<b>Dates</b>
Targeted	Safeguarding Children a Shared Responsibility	Group 3	To develop knowledge, skills and the ability to work together on the process of safeguarding and promoting the welfare of children, including those who are suffering or at risk of suffering, significant harm. To provide an opportunity for colleagues from different agencies to learn together and explore professional dilemmas.	22 <sup>nd</sup> and 23 <sup>rd</sup> June 2010 BFC 1 <sup>st</sup> and 2 <sup>nd</sup> July 2010 RBWM 13 <sup>th</sup> and 14 <sup>th</sup> July 2010 SBC 17 <sup>th</sup> and 18 <sup>th</sup> August 2010 SBC 14 <sup>th</sup> and 15 <sup>th</sup> Sept 2010 BFC 21 <sup>st</sup> and 22 <sup>nd</sup> Sept 2010 SBC 12 <sup>th</sup> and 13 <sup>th</sup> Oct 2010 RBWM 19 <sup>th</sup> and 20 <sup>th</sup> Oct 2010 SBC 2 <sup>nd</sup> and 3 <sup>rd</sup> Nov 2010 BFC 16 <sup>th</sup> and 17 <sup>th</sup> Nov 2010 SBC 2 <sup>nd</sup> and 3 <sup>rd</sup> Dec 2010 RBWM 14 <sup>th</sup> and 15 <sup>th</sup> Dec 2010 SBC 5 <sup>th</sup> and 6 <sup>th</sup> Jan 2011 BFC 11 <sup>th</sup> and 12 <sup>th</sup> Jan 2011 SBC 15 <sup>th</sup> and 16 <sup>th</sup> Feb 2011 SBC 16 <sup>th</sup> and 17 <sup>th</sup> Feb 2011 BFC 15 <sup>th</sup> and 16 <sup>th</sup> March 2011 SBC 16 <sup>th</sup> and 17 <sup>th</sup> March 2011 RBWM
	Refresher training	Group 3	To meet the statutory requirement to update worker's knowledge of existing and emerging legislation and guidance  NB: It is a pre-requisite that the two day Targeted "Safeguarding Children a Shared Responsibility" has been attended	Contact your individual L&D Department for training dates
Specialist	Foundation Training for Social Workers in Child Protection: Undertaking Sec 47 Enquiries & Acting as a Key worker	Group 4	This training aims to develop social workers' skills and knowledge of local procedures and guidelines helping them to confidently handle cases in line with multi-agency child protection procedures and guidelines	29 <sup>th</sup> and 30 <sup>th</sup> September 2010

Level	Title	Target Group <sup>1</sup>	Aim	Dates
Specialist	There are a variety of Level 2 Specialist Courses Available	Group 4 and 5	<p>Child Protection and Sexual Abuse  Child Protection and Disabled Children  Children and Domestic Abuse  Child Protection and Adult Mental Health  Emotional Abuse and Child Protection  Safeguarding Children in Cyber Space (e-safety)  Child Sexual Abuse the Offenders Perspective  Understanding Sexualised Behaviour  Physical Abuse and Neglect  Fabricated and Induced Illness  Child Trafficking  Sexual Exploitation  Designated Person training  Female Genital Mutilation</p> <p>Drug Alcohol and Action Team (DATT) Training Courses</p>	Contact your individual L&D Department for training dates
Three	Safeguarding Children	Group 4, 5, 6 and 7	<p>Current Level 3 courses available include:</p> <ul style="list-style-type: none"> <li>• Interviewing Children and their families – Achieving Best Evidence (ABE) <b>(Group 4)</b></li> <li>• Safeguarding for Designated Leads <b>(Group 5)</b></li> <li>• Safer Workforce <b>(Group 6 and 7)</b></li> <li>• Managing Allegations <b>(Group 6 and 7)</b></li> <li>• Supervision in Safeguarding <b>(Group 6)</b></li> </ul> <p>Individuals in this group should access where possible national training programmes to meet individual learning and development needs.</p>	<p>May 2010</p> <p>Contact individual L&amp;D Departments for training dates</p> <p>3<sup>rd</sup> June 2010  2<sup>nd</sup> November 2010</p>
Three		Group 8	<p>Annual LSCB Conference  Professional Updates</p> <p>Individuals in this group should access where possible national training programmes to meet individual learning and development needs.</p>	

**APPENDIX A**  
**APPLICATION FORM**



# *East Berkshire Training Sub Group*

## **Multiple Application Form**

Organisation:

Organisation

Address:

Postcode:

Tel. No.:

Email Address:

Line

Manager:

Tel. No.:

### **STATEMENT TO APPLICANTS AND MANAGER**

**WHEN APPLYING PLEASE REFER TO THE GROUP DEFINITIONS IN APPENDIX B TO ENSURE THE TRAINING COURSE IS APPROPRIATE FOR DELEGATES JOB ROLES**

**COURSE TITLE:**

**COURSE DATE:**

**PLEASE COMPLETE IN BLOCK CAPITALS**

Applicants Name	Job role	Gender	Learning/dietary requirements (Specify Below)	Ethnicity (See below)
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				

Learning Requirements (Please state any visual/hearing impairment needs and / or the need for disabled access):

Dietary Requirements:

Specify Applicant Number(s):

Specify Applicant Number(s):

To assist with equal opportunity monitoring please complete the following:

- |                                |                                |                            |                         |                 |
|--------------------------------|--------------------------------|----------------------------|-------------------------|-----------------|
| <b>1. Asian/ Asian British</b> | <b>2. Black/ Black British</b> | <b>3. Mixed</b>            | <b>4. Chinese/Other</b> | <b>5. White</b> |
| 1(a) Indian                    | 2(a) Caribbean                 | 3(a) White & Black         | 4(a) Chinese            | 5(a) British    |
| 1(b) Pakistani                 | 2(b) African                   | 3(b) Caribbean             | 4(b) Other              | 5(b) Irish      |
| 1(c) Bangladeshi               | 2(c) Other                     | 3(c) White & Black African |                         |                 |
| 1(d) Other                     |                                | 3(d) Other                 |                         |                 |

**6. Declined to answer**

**THIS FORM MUST BE SIGNED BY APPLICANTS LINE MANAGER WITH ALL RELEVANT SECTIONS COMPLETED**

**SIGNED**

Line Manager:

Date:

**PLEASE SEND COMPLETED APPLICATION FORMS BY CLOSING DATE TO:**  
Your organisations Learning and Development Team

## Appendix B

<b>Target groups to include members of statutory, voluntary, independent and community organisations</b>	<b>Suggested training content</b>	<b>Suggested training methods</b>	<b>East Berkshire Multi-Agency Courses Available</b>
<p><b>Group 1</b> Staff in infrequent contact with children, young people and/or parents/carers who may become aware of possible abuse or neglect. For example, librarians, GP receptionists, community advice centre staff, groundsmen, recreation assistants, environmental health officers.</p>	<p>What is child abuse and neglect? Signs and indicators of abuse and neglect Normal child development Maintaining a child focus What to do in response to concerns</p>	<p>Integral part of agency induction Refresher training at least every 3 years For induction materials see CWDC website Could be delivered through e-learning</p>	<p>Introduction to Safeguarding Children, Young People and Vulnerable Adults.</p>
<p><b>Group 2</b> Those in regular contact or who have a period of intense but irregular contact with children, young people and/or parents/carers, who may be in a position to identify concerns about maltreatment, including those that may arise from the use of CAF. For example, housing, hospital staff, YOTs in secure settings and in community, the police other than those in specialist child protection roles, sports development officers, allied health professionals, disability specialists, faith groups, community youth groups, play scheme volunteers.</p>	<p>The above plus: Documentation and sharing of information regarding concerns Using the Framework for the Assessment of Children in Need and their Families: Own safeguarding roles and responsibilities</p>	<p>Single-agency training Refresher training at least every 3 years Could be delivered by workshops or e-learning or combination</p>	<p>Introduction to Safeguarding Children, Young People and Child Protection.</p>
<p><b>Group 3</b> Members of the workforce who work predominantly with children, young people and/or their parents/carers and who could potentially contribute to</p>	<p>The above plus: Working together to identify, assess and meet the needs of children where there are</p>	<p>Inter-agency training In addition single-agency training and professional development related to specific role</p>	<p>Targeted – Safeguarding Children a Shared Responsibility.</p>

<p>assessing, planning, intervening and evaluating the needs of a child and parenting capacity where there are safeguarding concerns. For example, paediatricians, GPs, youth workers, those working in the early years sector, residential staff, midwives, school nurses, health visitors, sexual health staff, teachers, probation staff, sports club welfare officers, those working with adults in, for example, learning disability, mental health, alcohol and drug misuse services, those working in community play schemes.</p>	<p>safeguarding concerns The impact of parenting issues, such as domestic abuse, substance misuse on parenting capacity Recognising the importance of family history and functioning working with children and family members, including addressing lack of cooperation and superficial compliance within the context of role</p>	<p>Refresher training at least every 3 years</p>	
<p><b>Group 4</b> Members of the workforce who have particular responsibilities in relation to undertaking section 47 enquires, including professionals from health, education, police and children's social care; those who work with complex cases and social work staff responsible for co-ordinating assessments of children in need.</p>	<p>The above plus: Section 47 enquires, roles, responsibilities and collaborative practice Using professional judgements to make decisions as to whether a child is suffering, or is likely to suffer, significant harm. Taking emergency action Working with complexity Communicating with children in line with interviewing vulnerable witness guidance</p>	<p>Inter-agency training In addition single -agency training and professional development related to specific role Refresher training at least every 3 years</p>	<p>Foundation Training for Social Workers in Child Protection: Undertaking Sec 47 Enquiries &amp; Acting as a Keyworker  Level 2 Specialist Courses</p>
<p><b>Group 5</b> Professional advisors, named and designated lead professionals.</p>	<p>Content as for groups 1, 2 and 3 and 4 if advising staff in that group. Promoting effective professional practice Advising others</p>	<p>Inter-agency training In addition single-agency training and professional development related to specific role Refresher training at least every 3 years</p>	<p>Safeguarding Responsibilities for designated Leads.</p>

<p><b>Group 6</b> Operational managers at all levels including: practice supervisors; frontline managers and managers of child protection units.</p>	<p>Content as for groups 1, 2 and 3 and 4 if supervising staff in that group. Supervising child protection cases Managing performance to promote effective interagency practice. Specialist training to undertake key management and/or supervisory roles in, for example, intake/duty teams</p>	<p>Inter-agency training In addition single-agency training and professional development related to specific role Refresher training at least every 3 years</p>	<p>Supervision in Safeguarding Managing Allegations</p>
<p><b>Group 7</b> Senior managers responsible for the strategic management of services; NHS board members.</p>	<p>Content as for groups 1, 2 and 3 and section 11 expectations, roles and responsibilities</p>	<p>In-house and LSCB induction programme National &amp; local leadership programmes Refresher training every 3 years</p>	<p>Supervision in Safeguarding National Leadership Programmes.</p>
<p><b>Group 8</b> Members of the LSCB including: Board members Independent chair Directors of Children's Services Elected member Lay members Members of executive and sub/task groups Business support team Inter-agency trainers.</p>	<p>Content as for groups 1, 2 and 3 and roles, responsibilities and accountabilities Expectations on members in order to promote effective co-operation that improves effectiveness. Current policy, research and practice developments Lessons from serious case reviews Specialist training to undertake specific roles, e.g. independent chair; business manager</p>	<p>LSCB induction programme LSCB development days Refresher training at least every 3 years CWDC support materials? National Leadership Programme</p>	<p>Safeguarding Responsibilities for Council Members.</p>

